The Guide to

ELECTRONIC MANUSCRIPT SUBMISSION

FILE PREPARATION

Allen Press accepts files submitted in the following formats.

- Microsoft Word 1998–2003 (.doc or .rtf)

- WordPerfect (These will be converted by Allen Press to Word document format, the accuracy of which will not be subsequently checked character-by-character.)

- Adobe PDF (Keystrokes from this file format cannot be captured accurately. Files submitted in this format will be re-keyed.)

- Hard copy (Files submitted in this format will have to be re-keyed.)

- Other electronic formats (Files submitted in these formats will have to be re-keyed.)

TEXT PREPARATION

Many word processing commands and special formatting features interfere with the smooth conversion of electronic files into typesetting systems. Our typesetting software will retain character formatting (e.g. small caps, bold, italic, underlining, superscript, and subscript), but not document formatting (e.g. hyphenation, justification, font and font size, spacing, and pagination); page appearance commands such as these will be removed from the submitted file and replaced with commands for the typesetting system. Keeping the document fairly simple (avoiding linked or embedded objects, images, and other advanced word processing features) helps to ensure that the typesetting system can make efficient use of the file.

The following is a list of best practices for submitting your electronic manuscript to Allen Press.

- Do not try to approximate the look of a final paged document as it would appear in print or online because much of the formatting is stripped from the file upon submission and replaced with commands for the typesetting system.

- Use Word's footnote function for in-text footnotes only. Do not use it to link references to create endnotes, or for title-page footnotes that are standard for journal style.

- Identify running heads and place them flush left at the very beginning of the file (one time only).

- Paragraph indents should be consistent throughout the file. Multiple spaces should not be used to simulate tabs.

- Except for the paragraph indents (mentioned above), all indentation or tabular commands should be removed from the file. Literature Cited sections with hang indents, for instance, should be typed flush left, with no hang indent. Indentation conventions are different between word processing and typesetting.

- Boldface, italic, superscript, subscript, underline, and small caps formatting should be retained, as they may be used by the conversion software.

- Please delete all comments, "Accept All Changes in Document", and turn off Word's "Track Changes" function. Communicate any special instructions to your Allen Press Account Manager.

SPECIAL CHARACTERS

- Avoid the use of unusual fonts; please use the Symbol, Times/Times New Roman, Courier/Courier New, and Helvetica/Arial fonts whenever possible. These fonts are available on PC and Mac, and contain common mathematical and Greek symbols, as well as accented letters.

- Use word processor special characters from the Times New Roman character palette.

- Be consistent in your representation of a symbol throughout the document.

- Distinguish between similar-looking but disparate symbols such as the letter "x", a multiplication sign, and a Greek Chi, or hyphens, minus signs, en-dashes, em-dashes, product dots, bullets, degree symbols, prime symbol, etc.

- Do not try to approximate the look of certain characters by creating your own symbol (e.g. a superscript "o" will translate as a superscript letter "o", not a degree sign).

- Create small capital letters by typing a combination of upper- and lowercase letters and applying your word processor's command for small caps. Do not use uppercase letters and decrease their font size.

SUBMISSION OF TABLES

- If documents are submitted in the recommended Microsoft Word format, the tables should be produced using MS Word's table function, not using tabs, and/or hard returns (i.e., each table entry should be in its own table cell).

- If tables are submitted in Excel, they will be converted to Word.

- Table title and table footnotes should not be included as part of the table (i.e., they should not be in a table cell). The title should be placed above the table, and the footnotes should be placed below the table.

- There should be no extra returns in the table cells.

- Please do not use blank cell rows and/or columns to create extra space in the table.

- If tables are submitted in a format other than Microsoft Word, they will be converted to Word or re-keyed as needed.

- Tables that contain graphic elements which must be retained will be processed as art.

SUBMISSION OF MATH

- Be sure mathematical expressions conform to standard conventions.

- Create all display math equations using MathType.

- If possible, create in-text math elements using keyboard characters, MS Word special characters, or SGML entities.

Questions? Please contact manuscripthelp@allenpress.com